

**Regular City Council Meeting**  
**April 17, 2024 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order** – **Mayor David Allison** called the Regular City Council Meeting to order at 7:00 pm on April 17, 2024, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance** – **Mayor Allison** led the audience in the Pledge of Allegiance.

**C. Roll call** – Present for roll call were **Mayor David Allison** and Council members **Cathy Sherman, Kasey Kinsman, Wendy Ranney, Dave Zastrow, Kristin Carpenter,** and **Ken Jones**. Council member **Tom Bailer** was present via zoom videoconference. Also present were Interim City Manager **Samantha Greenwood** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

Hearing no objection to approval of the agenda, **Mayor Allison** declared it approved.

**E. Disclosures of Conflicts of Interest and ex parte communications** – none

**F. Communications by and Petitions from Visitors**

1. Guest speakers: **a. Kate Morse**, CRWP, Eyak Lake Weir Replacement Project.

CRWP has raised funds and has grants committed for the replacement of the Eyak Lake Weir but there is an issue with ownership. Council hoped **Morse** could get more information from the State as to ownership – 2 or 3 departments of the state are meeting to discuss that (DNR, DoT and ADF&G). The possibility of City taking ownership was broached but more information was needed regarding what that would entail. Council decided to revisit this at Pending Agenda and maybe follow up with a work session soon.

**b. Charlotte Westing**, ADF&G, Bear Safety – **Westing** presented facts about Bears in and around Cordova and dispelled some myths. She described some best practices for removing attractants in town to keep bear interactions to a minimum. There is an interagency team setup for response to bear calls including City police, public works, USFS, State Troopers, and ADF&G. She will be conducting a bear safety class with some City employees and others later this week.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions - none

4. Student Council Report – none

**G. Approval of Consent Calendar**

5. Minutes: **a.** February 7, 2024, Regular City Council Meeting Minutes; **b.** February 21, 2024, Regular City Council Meeting Minutes

6. Resolution 04-24-18 A resolution of the Council of the City of Cordova, Alaska approving the license for a mobile restaurant for Breana Gecan, dba Coastal Cravings LLC

7. Council confirmation of CVFD Officers

Vote on the Consent Calendar: 7 yeas, 0 nays. Zastrow-yes; Carpenter-yes; Jones-yes; Kinsman-yes; Ranney-yes; Bailer-yes; and Sherman-yes. Consent Calendar was approved.

**H. Approval of Minutes** – in consent calendar

**I. Consideration of Bids/Proposals/Contracts**

8. Council action termination City Manager Employment Agreement - Helen Howarth

**M/Carpenter S/Ranney** to ratify the enactment of Section 3(d) of the City Manager Employment Agreement and place Helen Howarth on 60 days' notice of the termination of the agreement effective April 4, 2024.

Vote on the motion: 7 yeas, 0 nays. Kinsman-yes; Zastrow-yes; Jones-yes; Ranney-yes; Bailer-yes; Carpenter-yes; and Sherman-yes. Motion was approved.

9. Council approval City Manager Employment Agreement - Samantha Greenwood

**(this item may be discussed in executive session, see item 23)**

**M/Carpenter S/Kinsman** to go into executive session to discuss the City Manager contract terms, a matter the immediate knowledge of which would clearly have an adverse effect on the finances of the government.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

Council entered the executive session at 8:02 pm and came back into open session at 8:14 pm. **Mayor Allison** stated that they had a quick discussion in the executive session regarding the manager's contract.

**M/Carpenter S/Sherman** to approve the contract with an annualized salary of \$160,000 with Samantha Greenwood for services as City Manager for the community of Cordova, Alaska effective April 17, 2024.

Vote on the motion: 7 yeas, 0 nays. Kinsman-yes; Jones-yes; Carpenter-yes; Zastrow-yes; Bailer-yes; Sherman-yes; and Ranney-yes. Motion was approved.

**Mayor Allison** thanked **Greenwood** for her willingness. He said we don't often get the opportunity to promote from within and in this case it is a great opportunity to do so, and we look forward to working with you and are glad to have you on board.

## J. Reports of Officers

10. Mayor's Report – **Mayor Allison** reported: 1) a week or so ago, he and **Zastrow** met with NVE to discuss healthcare and we made it abundantly clear to them that the ball is in their court we are waiting for a proposal; 2) he attended a School Board Workshop last night – they are still working through their budget; looks like they decided to keep 6<sup>th</sup> grade at elementary school.

11. City Manager's Report – **Greenwood** reported: 1) she and **Kevin** met with engineer on Shepard Point project because they'll be doing the City's raw water line as part of that – looks like it'll be late next fall before they get to that; 2) finishing up the liability insurance review – shoutout to **Malvin Fajardo** who has organized lots of staff training events this year, all of which help to give us discounts on that insurance, this is timely as well because she'll ask about the weir, and what insuring that might look like. 3) we have conducted 2 Library Director interviews; we are calling references; 4) the Police Chief candidate is trying to secure housing – staff is assisting; 5) Finance department is doing well, catching up on things – audit is coming, to begin May 20; 6) police dispatcher **Brian Wildrick** identified an issue with software in dispatch and then he found a grant that could work for funding it – he's working with **Emily Anderson** and **Justin DeAngelis** on that; **Greenwood** said she and **Paul Trumblee** and others are also looking at E-911 grants, much bigger project and dollar amount.

a. South Harbor Rebuild, project update, **Collin Bronson** updated Council on the project to date, including funding, MARAD reimbursements, construction progress.

12. City Clerk's Report - **Bourgeois** reported: she had submitted a short report in the packet highlighting the timeline for property taxes; May 15 meeting Council will be asked to certify the roll; June 5 meeting date will be a resolution setting the mill rate.

13. Staff Quarterly Reports, 1Q 2024

a. CVFD, Fire Chief **Rob Mattson**

b. Cordova Center, **Megan Anderson**, Cordova Center Coordinator

c. Cordova Historical Museum, **Ashley Bivin**, Museum Director

d. Cordova Public Library, **Ashley Bivin**, Acting Library Director

e. Parks & Recreation Department, Director **Duncan Chisholm**

**Bailer** commented that as far as the CVFD – he doesn't always hear the sirens or see the trucks or the ambulance running around but when he sees these reports he can see how busy and active this group is when it comes to meetings and trainings – we are so lucky to have such a dedicated group. The Cordova Center report shows an uptick in activity in the Cordova Center and in revenue which he really appreciates.

**Sherman** said she was also going to comment on CVFD and on how well **Megan** is doing with Cordova Center bookings. **Ranney** mentioned how **Ashley Bivin** is stepping up and filling in at the Library while

still running the Museum and they have a conference coming up this fall which is a lot of extra work on that side – her hard work is much appreciated.

#### **K. Correspondence**

14. 04-01-24 letter from Friends of the Valdez Animal Shelter

15. 04-04-24 letter from Mayor Allison to DC Senators & Representatives re HELPER Act

16. 04-05-24 letter from Mayor Allison to Secretary Buttigieg re RAISE grant reimbursements

**Carpenter** mentioned getting some community folks together to brainstorm regarding the Friends of the Valdez Animal Shelter letter.

#### **L. Ordinances and Resolutions**

17. Ordinance 1216 An ordinance of the Council of the City of Cordova, Alaska, accepting and appropriating \$20 Million awarded to the City through the “Rebuilding American Infrastructure with Sustainability and Equity” grant for completion of the South Harbor Rebuild Project and authorizing a borrowing in anticipation of the receipt of these funds in the aggregate principal amount of not to exceed \$3,000,000 to finance South Harbor Rebuild Project costs – 2<sup>nd</sup> reading

**M/Carpenter S/Jones** to approve Ordinance 1216 An ordinance of the Council of the City of Cordova, Alaska, accepting and appropriating \$20 Million awarded to the City through the “Rebuilding American Infrastructure with Sustainability and Equity” grant for completion of the South Harbor Rebuild Project and authorizing a borrowing in anticipation of the receipt of these funds in the aggregate principal amount of not to exceed \$3,000,000 to finance South Harbor Rebuild Project costs

**Carpenter** said this is being done to help with cashflow issues for the project; she supports. All other Council members had no comments and/or expressed support for the ordinance.

Vote on the motion: 7 yeas, 0 nays. Sherman-yes; Jones-yes; Kinsman-yes; Carpenter-yes; Bailer-yes; Ranney-yes; and Zastrow-yes. Motion was approved.

18. Substitute Resolution 04-24-14 A resolution of the Council of the City of Cordova, Alaska authorizing specific officers of the City of Cordova as signers of City checks, vouchers, notes, and other documents

**M/Sherman S/Carpenter** to approve Substitute Resolution 04-24-14 a resolution of the Council of the City of Cordova, Alaska authorizing specific officers of the City of Cordova as signers of City checks, vouchers, notes, and other documents

**Sherman** said this is a housekeeping measure, the City Clerk will insert the correct names.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

19. Resolution 04-24-19 A resolution of the Council of the City of Cordova, Alaska approving a line of credit agreement between Key Bank, LLC and the city and authorizing the City Manager to execute that agreement

**M/Carpenter S/Sherman** to approve Resolution 04-24-19 a resolution of the Council of the City of Cordova, Alaska approving a line of credit agreement between Key Bank, LLC and the city and authorizing the City Manager to execute that agreement

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

20. Resolution 04-24-20 A resolution of the Council of the City of Cordova, Alaska urging the State Legislature and the Governor to increase the Base Student Allocation this year and inflation proof the BSA into the future for the benefit of Cordova School District students and all public-school students in Alaska

**M/Ranney S/Sherman** to approve Resolution 04-24-20 a resolution of the Council of the City of Cordova, Alaska urging the State Legislature and the Governor to increase the Base Student Allocation this year and inflation proof the BSA into the future for the benefit of Cordova School District students and all public-school students in Alaska

**Ranney** said we are at the point where education funding has fallen off the radar; we are considering not funding food service at our schools, so anything we can do to support increasing the BSA is a good move.

**Sherman** said this is well-written and almost every community in Alaska is having to write these, she hoped they all have or would be.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

21. Resolution 04-24-21 A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with Different Strokes Alaska to purchase and install a new engine in the Refuse Division Ford F-550 Super Duty XL.

**M/Sherman S/Kinsman** to approve Resolution 04-24-21 a resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with Different Strokes Alaska to purchase and install a new engine in the Refuse Division Ford F-550 Super Duty XL.

**Sherman** said staff did a great job explaining this in the memo; they figured out the best cost-effective way to solve the problem. **Kinsman** said the same for him, was well-described and explained.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

#### **M. Unfinished Business – none**

#### **N. New & Miscellaneous Business**

22. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists

**Bourgeois** said there is a paying customer with these rooms booked for 3 days including May 1, so that Council Meeting will be canceled. **Bourgeois** said she will get in touch with Council if a special meeting becomes necessary before May 15. Council scheduled a Thursday April 25, 6 pm work session with CRWP to get questions answered about Weir – as discussed during the Guest Speaker presentation tonight. School District will be getting Council their request in May, then Council will have a resolution after that to approve the district's budget and to set the City funding.

#### **O. Audience Participation**

##### **P. Council Comments**

**Bailer** thanked the City Attorney (**Jes Spuhler**) that helped us through the BOE Hearing, he said she did a great job.

**Ranney** said she appreciates the information from **Kate Morse**, and she looks forward to that work session and more information so we can move forward. She appreciates **Duncan's** thorough and professional reports in the packet. Lastly, congratulations to **Sam**.

**Sherman** said the weir presentation was very educational. She said kudos to **Emily Anderson** with the email PSA's – those are great. She commented that the spay/neuter clinic would be great for Cordova, and she thinks there are community members that would help.

**Carpenter** thanked **Kate Morse**, thanked the Council for being willing to talk more about that, thanked **Charlotte** for taking the time to talk to us and to meet with City staff about bear safety, and thanked **Sam Greenwood** and welcomed her. She also thanked **Helen Howarth** for her leadership and all the work she did for the City – she was onboard to help get the City through Covid – no small feat.

**Kinsman** said great info from **Kate** and **Charlotte**. Congrats to **Sam** and thanks to **Helen** as well. Thanked staff for Q1 reports and he also noted the dedication of our first responders.

**Zastrow** thanked the guest speakers – hoped we can support the weir project. Thanked **Sam** for stepping up – we couldn't have done better. Wished **Helen** well, he worked with her in other capacities and appreciated her leadership.

**Jones** can't add much, echoed the thanks. He appreciates all 7 council members in attendance. Congrats to **Sam**, he looks forward to working with her.

**Mayor Allison** passed along thanks to **Helen** for everything she did for the City – we pray for her full recovery. Welcomed **Sam** and looks forward to seeing what she does about staffing, and he hopes she'll keep Council updated and informed and he appreciates that she's been doing that already – it is noticed.

##### **Q. Executive Session**

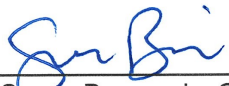
23. Council discussion of City Manager Contract terms, matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the City

This executive session was conducted after item 8.

**R. Adjournment**

Hearing no objection **Mayor Allison** adjourned the meeting at 9:26 pm.

Approved: May 15, 2024

Attest:   
Susan Bourgeois, CMC, City Clerk

